



**Regular Meeting of the
Board of Directors of Citizens of the World Kansas City**

Location: CWC Kansas City Primary Grades Campus
3435 Broadway Blvd
Kansas City, MO 64111

Date: Thursday, February 20th, 2020, 5:30pm

Proposed Minutes

1. Call to Order

Mr. Norris called the meeting to order at 5:32 p.m.

Mr. Norris welcomed the members of the public in attendance and gave an overview of the meeting order.

2. Roll Call by Board Chair

Mr. Norris proceeded with roll call.

Present:

Ms. Tonia Gilbert (via phone)
Mr. Jacob Littrell
Mr. Jim MacDonald (5:47 pm)
Mr. Miguel Meneses
Mr. Luke Norris
Mr. Jeff Phillips
Ms. Maria Salcedo (via phone)
Mrs. Johna Sutton

Absent:

Mr. Derrick Nelson

Mr. Norris determined that with 7 of 9 (later 8 of 9) Board Members present, a quorum is established for purposes of holding the meeting and voting.

3. Review & Consideration of Proposed Agenda

Mr. Littrell moved to approve the agenda as proposed and Mrs. Sutton provided a second to the motion. The motion was unanimously approved with none abstaining.

4. Public Comments

Mr. Norris invited public comment. No public comment was made.

5. Review & Consideration of minutes from the January 16th, 2020 regular meeting of the Board

The Board did not have any comments regarding the proposed minutes from the January 16th, 2020 Regular Meeting of the Board.

Mr. Meneses moved to approve the minutes as proposed and Ms. Phillips provided a second. The motion was unanimously approved with none abstaining.

6. Board Business

a. Review & Consideration of MOCAP Policy – Family Handbook & Employee Handbook

Mr. Brennan gave an overview of the Missouri Course Access and Virtual School Program (MOCAP) and the requirement to give notice of a student's right to enroll.

Mr. Phillips asked if the school was required to utilize certain virtual programs or vendors; Mr. Brennan responded that DESE has a pre-vetted list of vendors that the school can choose from. Mr. Phillips asked if the school had a process for selecting those vendors; Mr. Hile responded that school staff will work through the vendor selection process in accordance with a student's specific needs.

Mr. Littrell moved to approve the policy as proposed and Mr. Phillips provided a second. The motion was unanimously approved with none abstaining.

7. Monthly Finance Report (Mr. Paul Greenwood, EdOps & Mr. Jeff Phillips)

a. Finance Committee Report (Mr. Jeff Phillips)

Mr. Phillips gave overview of the January Financial Report. The end-of-year Days of Cash on Hand is currently projected to be 6. He reminded the Board that last month, the Finance Committee and Board discussed a 4-step plan to ensure financial compliance this year. The first step was a reduction in operating expenses; those are in place and school staff is monitoring. Broadly, operating expenses are in line and the revenue stream is the challenge.

Mr. Phillips also recommends evaluation of normal vendors across the board; Mr. Hile & Mr. Brennan agreed.

Mr. Norris asked as the school gets closer to end-of-year and there is still ambiguity on the timing of incoming revenue, will the Finance Committee meet more often? Mr. Phillips confirmed that the Finance Committee has dates set for when additional steps would need to be taken. The budget is being closely monitored – much more often than monthly.

b. Review & Consideration of Monthly Financials (January 2020), including Check Register

Mr. Phillips presented the January check register; the Board had no comments.

Mr. Meneses moved to approve the check register as proposed and Mr. Littrell provided a second. The motion was unanimously approved with none abstaining.

8. Board Business & Committee Reports

a. Fund-Raising Committee (Mr. Luke Norris)

Mr. Norris deferred to Mr. Hile's dashboard, to be presented later in the meeting.

b. Academic Excellence Committee (Mrs. Johna Sutton)

Mrs. Sutton shared that the Academic Excellence Committee is scheduled to meet in two weeks and will look at NWEA data (growth) and reading assessment data. More information will be presented at the March meeting.

Mr. Norris reminded and encouraged the Board to read the Sponsor's assessment prior to next month's Board meeting.

Mr. Norris asked Mrs. Sutton if her committee members are active; she confirmed they are.

c. Diversity Committee (Mr. Miguel Meneses & Mr. Derrick Nelson)

Mr. Menses shared that Mrs. Gilbert has asked to step down as Vice-Chair of the Board (to a Member role) and the Diversity Committee would like to nominate Ms. Salcedo fill the Vice-Chair seat. Relatedly, the Diversity Committee would like to nominate Mr. Nelson to fill the Secretary role that Ms. Salcedo would vacate.

Mr. Norris asked for a motion to nominate Ms. Salcedo as Vice-Chair of the Board. Mr. Littrell provided the motion and Mr. Phillips seconded. The motion was unanimously approved with none abstaining.

Mr. Norris asked for a motion to nominate Mr. Nelson as Secretary of the Board. Mr. Phillips provided the motion and Mrs. Sutton seconded. The motion was unanimously approved with none abstaining.

Secondly, Mr. Meneses reported that the Diversity and Inclusion steering committee hosted a series of parent roundtables in early February. More than 60 families participated and discussed CWCKC's DEI commitment statement. The steering committee will host additional follow-up meetings to continue rollout to the broader community.

d. Governance Committee (Ms. Maria Salcedo)

Mr. MacDonald joined the meeting at 5:47pm.

Ms. Salcedo shared that the Governance Committee incorporated the Board's feedback into revisions to CWCS communications and she will give more detail in Closed Session.

9. Executive Director's Report (Mr. Jon Hile)

a. School Dashboard Overview

Mr. Hile highlighted that student enrollment stands at 429. Additionally, he, Dr. Droege, Ms. Gibbs, and Mrs. Gripp collaboratively decided to close enrollment to all grades for the remainder of the academic year in order to focus all efforts on continued academic growth instead of supporting additional transitions.

Mr. Hile also confirmed that FRL count continues to tick up and is now at 57.6%. He further shared that Mr. Brennan is researching the school's eligibility for the Community Eligibility Provision option.

He further affirmed that it will be a priority to collect FRL applications sooner in the year from all students. Mr. Johnson is working on options to incentivize completion and destigmatize the application by making it mandatory for all.

Mr. Hile shared that the school continues to wrestle with attendance and most attention is dedicated to the 80-90% attending students. Goal is 90/90, currently at 76.5% (higher than last year, but not at our goal). Additionally, the school's Special Education percentage is now over 13% (last year ended <11%). Mrs. Murphy believes there is still additional in the pipeline by the end of this year.

b. Recruitment Update (Mr. Andrew Johnson & Ms. Rachel Mills)

Mr. Johnson confirmed that the re-enrollment campaign is in-process and going well: 235/429 have completed the process as of today. He then gave an overview of re-enrollment campaign process and answered Board questions.

In addition to student retention, Mr. Norris asked Mr. Hile for a report on teacher retention at the March Board meeting; Mr. Hile affirmed and said he would also send to the Board tomorrow.

Giving attention to new student recruitment, Mr. Johnson highlighted that received enrollment requests have risen from 164 (January) to 288 (February) to over 300 as of today. He also reminded the Board that the school did not receive 300 applications until April 5th last season.

Mr. Norris looked at the 6th grade enrollment requests and asked if the school needs to get from 7 to 115 to get full enrollment? Mr. Hile confirmed that and also said the school needs to sharpen the attrition funnel model per grade level and show less attrition on older grades.

Mr. Johnson provided an overview of recruitment activities, specifically highlighting different tactics undertaken elementary versus middle school. He asked the Board for participation at School Saturday this upcoming Saturday.

Mr. Norris suggested "middle school shadow days" next year for current 5th graders. Mr. Johnson and Mr. Hile welcomed the idea and extended it down to 4th grade since many schools start at 5th – both 5th and 6th grade are natural break points.

c. Discussion of First Day of 2020-2021 Academic Year

Mr. Hile shared that Missouri passed a law that schools can not start the academic year more than 14 days prior to Labor Day, which in 2020 would be August 24th. MCPSA has advised that charter schools are exempt from this statute, however. Mr. Hile would like input from the Board as school staff begins to draft the academic year calendar.

Mr. MacDonald asked what the conversation and feeling is amongst peer charter schools? Mr. Hile replied that the most are targeting August 24th. Mrs. Sutton shared that a different starting date has the potential to cast confusion.

Mr. MacDonald asked what that does to end of semester? Mrs. Sutton said it would move "semester change" to after Winter Break, trimester breaks back about a week, and the end of school to end of May.

Mr. Norris said that it feels like authentic opportunity to engage with families. What do they feel would be best for them and their students (especially since we don't provide transportation)? Is there a way within the minutes that we can still start on 8/24, but be done at same time (extend minutes to the day)? Finally, when is the goal to make a decision? Mr. Hile agreed to engage families and agreed that an earlier-than-others start would confuse families, especially incoming new families.

Mr. Norris also asked Mr. Hile to research dynamics with St. Marks (Pre-Kindergarten) and Operation Breakthrough (shuttle bus). Mr. Hile said he will try to bring a proposal to next month's meeting.

d. Strategic Plan Update

Mr. Hile shared that the school has received money from SchoolSmartKC to pay for a strategic plan and he welcomes the opportunity to create a 5-year plan. SchoolSmartKC recommended 3 vendors; Mr. Hile is having introductory discussions with each next week. He will bring one forward to the Board soon. Mr. Hile said he is looking at it as a comprehensive 3-4 month process to develop a 3-5 year plan.

Mr. Littrell said that if there is any money to put toward facility development/planning, it would be most helpful.

Mr. Hile confirmed he would like to get the plan done before the school starts renewal (which goes to Commission in October); this means the school needs to move fast on the plan.

Mr. Norris told the Board that this is a beneficial process, but it will be a lift for Mr. Hile; the Board needs to assist with shifting some of his priorities.

10. Closed Session

Pursuant to § 610.021(1) & (2) RSMo, the Board of Directors of CWC Kansas City will enter into closed session to discuss matters related to legal actions and facilities.

Mr. Norris invited Mr. Hile, & Dr. Droege to stay.

Mr. Phillips moved to go into Closed Session and Ms. Salcedo provided a second. The motion was unanimously approved with none abstaining.

11. Return from Closed Session; report on any action taken as required.

Mr. Norris reported that discussion related to legal activity and facilities. No actions were taken that require reporting.

12. Adjourn

Mr. Nelson moved to adjourn and Ms. Gilbert provided a second. The motion was unanimously approved with none abstaining. The meeting was adjourned at 8:48 pm.

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